

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

24 July 1972

To: All Training Officers of the Agency

## EFFECTIVE BRIEFING COURSE

The next Effective Briefing Course will be presented by [REDACTED] on Friday mornings during the period 8 September to 10 November 1972. The course will consist of one session a week for ten weeks, with six 2-hour sessions and four 3-hour sessions.

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| OBJECTIVE   | To increase briefing effectiveness.   |
| FOR         | Senior officers, Grade 14 and above, who now have briefing responsibilities or who anticipate such assignments in the future. In case of over-subscription, preference will be given to officers who represent the Agency at Congressional hearings and White House briefings.  |
| DESCRIPTION | This course provides an opportunity for participants to learn proper briefing techniques from the instructor as well as from conducting briefing sessions themselves. In addition to receiving critical comments from fellow students and the instructor, participants will be given the opportunity to criticize themselves objectively by means of video tape playback. |
| LOCATION    | The course will be held in Room 224, Chamber of Commerce Building. Each session will begin at 0830 hours.   |

ADMINISTRATIVE - INTERNAL USE ONLY

REGISTRATION      Limited to 16. Nominations should be made by submitting Form 73, "Request for Internal Training," through the Senior Training Officer to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building. Nominations must be in OTR on or before 30 August 1972.

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ADDITIONAL      On course content, call extension [REDACTED]  
INFORMATION      On registration, call extension [REDACTED]